

Noah Cole

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Summary Statement: A hard working, Intelligent, and very motivated worker who specializes in computer hardware, operating systems, and networking

Education:

Souderton Area High School

September 2020 - June 2024

625 Lower Road, Souderton, PA 18964

GPA: 3.65

CPR Certified, 2022-Present

Relevant Coursework: Computer Software, Trigonometry, Calculus

Work/Volunteer Experience:

Karate Instructor, Telford, PA

Sept. 2017 - Sept. 2024

- Teach people how to defend themselves
- Teaches younger kids self control, self discipline, focus, and more
- Helps people of all ages physically and mentally grow

Professional Residential Maid, Ambler, PA

Sept. 2024 - Feb. 2025

- Deep cleaned residential homes to the customers liking
- Used professional products in safe ways, using specific sprays for specific surfaces
- Used amazing attention to detail to make sure all spots were cleaned

Data Entry Specialist, Montgomeryville, PA

Feb. 2025 - Present

- Quickly and efficiently entered data into computers regarding customer info (addresses, amount of product used, etc)
- Provided great accuracy along with great speeds while entering large amounts of credit card information
- Used basic math skills to accurately document measurements of yards and how much product was used on them.

Skills:

- Great experience with computer software / hardware
- Strong knowledge of HTML, CSS, and JavaScript coding languages
- Strong communication skills and customer service experience
- Fast learner
- Flexible with schedule